

**Department of State
Public Notice**

Federal Agency Name: U.S. Department of State, Bureau for International Narcotics and Law Enforcement Affairs (INL)

Funding Title: Afghanistan Counternarcotics Program

Announcement Type: Request for Cooperative Agreement Proposals

Funding Opportunity Number: INL-12-CA-0029-APCounternarcotics-07302012

CFDA Number: 19.704

Statutory Authority: Foreign Assistance Act Of 1961, PL 87-195, as amended (22 USC)

Amount of Award: INL anticipates making several awards for a period that will vary according to the scope and length of the proposed projects; up to \$10,000,000 available for funding, pending funding availability. Awards may be extended up to four years contingent upon availability of funds, recipient's performance, and INL's priorities. INL reserves the right to reduce or increase the amount of an award.

Deadline for Applications: Complete proposals must be submitted via grants.gov before midnight on **August 30, 2012**.

Anticipated Award Date: Within 12 weeks of the closing of this announcement. Organizations will be notified if the anticipated award date will be later than November 30, 2012.

APPLICANT/ORGANIZATION CRITERIA and ELIGIBILITY

Organizations submitting proposals must meet one of the following criteria:

- Be a registered U.S. non-profit organization meeting the provisions described in Internal Revenue Code section 26 USC 501(c) (3). Applicants in the process of registration must submit proof that they are seeking non-profit status from the Internal Revenue Service at the time of proposal submission. Should the applicant be selected for a cooperative agreement award, funding will be contingent upon 501(c)(3) status; **OR**
- Be a U.S. university or research institution meeting the provisions described in Internal Revenue Code section 26 USC 501(c) (3); **OR**
- Be a registered non-profit organization or educational institution (U.S., Afghan, or other country) based in Afghanistan. Applicants must be registered in-country or submit proof that they are seeking registration in Afghanistan at the time of proposal submission (**PIOs excluded**); **OR**

- Be an Afghan for-profit company based in Afghanistan. Applicants must be registered in-country or submit proof that they are seeking registration in Afghanistan at the time of proposal submission. Should an Afghan for-profit company's proposal be selected by the review panel, the organization will NOT be able to collect profit as this is a grant. The organization will be able to charge indirect costs, but must have a NICRA agreement in place before doing so.

AND

- Must have demonstrated experience administering successful technical assistance projects, preferably targeting Afghanistan and/or the surrounding region, or similarly challenging program environment. INL reserves the right to request additional background information on organizations that do not have previous experience administering federal grant awards. These applicants may be subject to limited funding on a pilot basis.
- Have existing, or the capacity to develop, active partnerships with the necessary partner organization(s) in order to successfully fulfill the proposed program.
- Organizations may form a consortium and submit a combined proposal. However, one organization should be designated as the lead applicant.
- Be a registered user of www.grants.gov.
- Be able to provide INL with a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number -- per the OMB policy directive published in the Federal Register on June 27, 2003, which requires all organizations applying for Federal grants and cooperative agreements to provide the issuing agency a DUNS number.
- Be registered with the Central Contractor Registry (CCR) – www.ccr.gov and be able to maintain updated registration during the period of performance. Organizations must have a DUNS number in order to complete the registry process. International organizations can obtain assistance for this process using the following link:
<https://www.bpn.gov/ccr/international.aspx>

SUMMARY

The mission of the Bureau of International Narcotics and Law Enforcement Affairs (INL) is to minimize the impact of international crime and illegal drugs on the United States, its citizens, and partner nations by providing effective foreign assistance and fostering global cooperation. This mission, which centers on helping our partner nations establish a capable and accountable criminal justice sector, was expanded during the past decade to include stabilizing post-conflict societies through criminal justice sector development and reform. This mission supports Peace and Security by stabilizing and strengthening security institutions to build a global security capacity and by combating narcotrafficking and other transnational crimes such as money

laundering and criminal gangs. It promotes Governing Justly and Democratically by strengthening justice sector institutions, good governance, and respect for human rights.

INL supports this mission by combining forces with other USG and international agencies, by taking a regional approach to widespread problems, and by helping stronger governments take responsibility as equal partners in this struggle to disrupt organized crime and other destabilizing groups. The Bureau's priority programs support three inter-related objectives:

- **BUILDING CRIMINAL JUSTICE SYSTEMS:** Institutionalize rule of law by developing and expanding criminal justice systems to strengthen partner country law enforcement and judicial effectiveness, foster cooperation in legal affairs, and advance respect for human rights.
- **COUNTER-NARCOTICS:** Disrupt the overseas production and trafficking of illicit drugs through targeted counternarcotics and institution-building assistance and coordination with foreign nations and international organizations.
- **TRANSNATIONAL CRIME:** Minimize the impact of transnational crime and criminal networks on the U.S. and its allies through enhanced international cooperation and foreign assistance.

Introduction

The United States Government, represented by the Bureau of International Narcotics and Law Enforcement Affairs, Office of Afghanistan and Pakistan (INL/AP), is focused on directing and overseeing critical foreign assistance programs pertaining to counternarcotics, crime, rule of law, and law enforcement training in Afghanistan, and is seeking applications from capable organizations with the requisite capacity and experience to implement counternarcotics programs in Afghanistan. Specifically, INL/AP seeks proposals for projects that will reduce narcotics cultivation, use, or trafficking in Afghanistan, enhance public awareness about narcotics issues among the Afghan public (including youth), or further scientific, legal, or technical knowledge of narcotics in Afghanistan.

Purpose

The Bureau of International Narcotics and Law Enforcement administers a variety of counternarcotics programs in Afghanistan in support of U.S. policy objectives and at the direct request of the Government of Afghanistan. INL's efforts are vital to the larger interagency and international fight to counter the narcotics trade, which fuels the insurgency, undermines the Afghan government by fostering corruption, and erodes both the Afghan economy and social structure through financial dependence and physical addiction amongst many Afghan families. According to the United Nations estimates, in 2011 the farm-gate income generated by opium probably amounted to \$1.4 billion dollars, equivalent to 9 percent of GDP in Afghanistan. INL programs directly support U.S. government counterinsurgency goals at both ends of the drug supply chain by targeting the insurgent-narcotrafficker nexus while also enhancing support for licit agriculture, counternarcotics law enforcement, institutional capacity building, demand reduction, public information and rule of law.

With this request for grant proposals, INL seeks unique, sustainable, technically sound approaches that will arm counternarcotics actors with the necessary information, material and skills, enabling them to increase their capacity to combat the Afghan drug trade. The applicant should be able to demonstrate a firm understanding of Afghanistan as well as the obstacles impeding the efficient implementation of programming.

INL will consider proposals from U.S.-based and Afghan-based NGOs, U.S.-based and Afghan-based educational institutions, and Afghan for-profit companies (with restrictions). Public Information Organizations are excluded from this solicitation.

Applicants must propose key personnel who are fluent in Dari and/or Pashto, and any materials produced during the period of performance of the award must be delivered in Dari and/or Pashto (not through interpretation) **and** English (as English is the controlling language for the Department of State).

INL will not consider proposals that reflect any type of support for any member, affiliate, or representative of a designated terrorist organization or narcotics trafficker, including elected members of government.

Target Themes and Activities

INL invites organizations to submit proposals outlining program concepts and capacity to manage projects targeting the issues presented below. Organizations must submit grant proposals for programs that facilitate improvements in anti-drug education, understanding the scientific aspects of drug addiction, access to more efficient monitoring and evaluation mechanisms, and directly support the shift away from poppy cultivation by the agricultural community. Priority will be given to proposals that implement concrete projects on the ground in Afghanistan in coordination with either the Government of the Islamic Republic of Afghanistan and/or Afghan non-governmental organizations.

State/INL is currently seeking proposal(s) to provide support in one or more of the following areas (or other areas promoting counternarcotics):

Illicit Crop Monitoring:

1. Develop statistically-sound methods and best practices for reliably detecting opium poppy and/or cannabis cultivation levels and locations in Afghanistan through interpretation and analysis of commercial satellite imagery or other means.
2. Provide on-the-job, periodic, fellowship, or extracurricular training and developmental opportunities to Afghan illicit crop monitoring officials in the areas of:
 - Geographic information systems;
 - Agricultural remote imagery interpretation and analysis;
 - Strategic planning, vision-building, and project management;
 - Data entry and analysis;
 - Database management;
 - Statistics and statistical ethics;

- Survey and sample design;
- Survey management and evaluation;
- Report writing in English, Dari, and/or Pashto;
- Opium or cannabis crop yield analysis;

Counternarcotics Public Information and Awareness:

3. Develop comprehensive indicators to measure, on a recurring basis, public awareness and perceptions in Afghanistan with regard to poppy and cannabis cultivation, drug trafficking, organized criminal behavior, or drug use, including perceptions of the driving factors behind such phenomena.
4. Develop comprehensive indicators to measure, on a recurring basis, public perceptions in Afghanistan regarding the most effective and sustainable ways to reduce illicit poppy and cannabis cultivation, drug trafficking, organized criminal behavior, or drug use, as well as the value, importance, and risk associated with doing so.
5. Increase public awareness in Afghanistan of the impact of opiates and cannabis on Afghan society, either through direct engagement with rural or urban communities or through television, radio, and other media. Preference will be given to proposals that clearly identify a target audience and that explain how frequently and for what purpose the proposed medium of delivery is utilized by that target audience. While State/INL will consider all proposals, extra consideration will be given to proposals that reach the following target audiences:
 - high poppy-cultivating districts or provinces;
 - rural and agricultural communities;
 - women;
 - youth;
 - all religious communities;
 - health-related industries and advocacy groups; and
 - border communities.
6. Train and equip Afghan counternarcotics policy and law enforcement authorities, at a central ministry or provincial department level, to improve performance in any of the following areas:
 - basic media spokesperson and public affairs functions and responsibilities;
 - ethical engagement on counternarcotics issues with press, media, civil society, and the principles of free and fair media;
 - English-language, computer, Internet, open source research, and other related skills;
 - press writing skills, particularly in Dari, Pashto, Tajik, and/or English;
 - public speaking in Dari, Pashto, Tajik, and/or English;
 - vision-building and strategic planning;
 - budgetary planning, justification, and accounting;
 - project management and design, particularly for community outreach programs to prevent engagement in illicit crop cultivation, drug trafficking, or drug consumption.

7. Monitor and evaluate overall media coverage of narcotics-related issues in Afghanistan, including public reactions to such coverage.
8. Support Afghan media and journalists to increase the industry's awareness of counternarcotics issues, as well as their capacity to objectively and proactively contribute to public dialogue on such matters.
9. Increase relationships between Afghan civil society and non-governmental groups concerned and relationships between civil society and the Government of the Islamic Republic of Afghanistan about illicit drug trafficking, crime, law enforcement, and drug abuse, and similar groups outside of Afghanistan. Preference will be given to proposals that strengthen ties with anti-drug civil society and non-governmental groups in South, Southeast, Central, and West Asia, and to proposals that result in the provision of concrete training, assistance, and best practices to Afghanistan.
10. Increase public and local government awareness and education, regarding Afghanistan's law on coerced and early marriage, particularly in regions with significant opium poppy cultivation and where the sale of girls and women is a common mechanism for repaying opium-related debts.

Youth Engagement:

11. Develop and implement anti-drug public awareness efforts and campaigns that target and engage Afghan children and youth. Activities could include, but are not limited to, the establishment or support of youth networks or organizations, outreach to youth at risk for drug use, dissemination of evidence-based anti-drug messages, or activities that promote positive self-esteem, good health, and a drug-free lifestyle among Afghan youth.
12. Identify, engage, and empower young Afghan leaders (ages 18-35) in Afghanistan who are working to reduce dependence on illicit crops, combat drug trafficking and corruption, support a responsive and effective government, prevent drug abuse, or improve access to and quality of drug treatment and rehabilitation.

Promoting Licit Livelihoods and Reducing Reliance on Illicit Crops:

13. Sustain and reinforce reductions to poppy cultivation and licit livelihoods in areas that have significantly reduced or eliminated illicit poppy cultivation and encourage the licit livelihoods in areas vulnerable to narcotics cultivation. Projects could target recently poppy-free communities and farmers vulnerable to returning to poppy cultivation, enable farmers' continued participation in licit livelihoods, and enhance access to or inform at-risk communities about sustainable alternatives to opium poppy.
14. Projects or analyses that support or inform the development of sustainable mechanisms to incentivize poppy crop reduction in key poppy-producing provinces of Afghanistan.

15. Support for organizations that work with local Afghan agriculture organizations/farmer collectives and provincial government leaders to support the development and maintenance of shared tractor pools that can be utilized for both licit agriculture purposes and poppy eradication.
16. Develop and implement programs to assist farmers to repay debts or decrease exposure to opium-related debts, particularly in regions with significant opium poppy cultivation and where the sale of girls and women is a common mechanism for repaying debts.

Law Enforcement and Regional Cooperation:

17. Strengthen Afghan law enforcement and customs capacity to prevent illicit trafficking via containerized commerce, including rail, air, or ground cargo routes.
18. Improve cross-border relationships between Afghan law enforcement officials and their neighboring counterparts working to combat the flow of illicit narcotics and drug precursor chemicals.
19. Improve the ability of Afghan law enforcement authorities to detect and prevent illicit flows of drug and explosive precursor chemicals, including acetic anhydride.

Outputs and Expected Outcomes

Each year, the recipient, dependent upon the proposal, should aim to expand INL's support in one of the following categories: illicit crop monitoring; counternarcotics public information and awareness; youth engagement; and promoting licit livelihoods and reducing reliance on illicit crops.

As a result, those individuals affected by the proposal should respectively report a better understanding of certain aspects of the current counternarcotics situations. And, overall public perceptions of the counternarcotics sector should improve.

Expected Outcomes from INL-funded grant programs include but are not limited to:

1. Enable successful monitoring of illicit crops, including poppy and cannabis, and increase the efficiency in which researchers analyze crop data.
2. Improve development of Afghan government strategies, policies, and programs to respond to narcotics issues.
3. Promote licit livelihoods and reducing reliance on illicit crops among rural Afghan communities.
4. Enhance understanding of the Afghan drug trade and the damage it creates to daily life, local communities, and the stability and health of the nation.
5. Empower local decision makers and civil society to craft responses to the drug trade.
6. Support journalists to enhance awareness of narcotics issues, and build the capacity of the Afghan government to engage with media and the public on such matters.
7. Monitor and evaluate public perceptions and awareness of drug-related issues.
8. Prevent and reduce illicit drug addiction among the youth of Afghanistan.

9. Increase the knowledge of the Afghan population on the dangers of drug abuse and the treatment available for current addicts.

Reporting requirements

Recipients shall submit quarterly financial and performance progress reports. Reports are required as a means of evaluating the recipient's progress and utilization of resources. They are divided between a performance progress report and a financial status report.

A **performance progress report** compares actual to planned performance and indicates the progress made in accomplishing each assistance award task. The report should include relevant details for assessing the status of performance (i.e., a brief, factual summary description of the progress made). The performance progress reports must be accompanied by the *Performance Progress Report (SF-PPR) Coversheet*, Page 1 to INL on a quarterly basis.

A **final** narrative progress report is also required within 90 days of the expiration date of the assistance award. The final narrative report must also include page 1 of the SF-PPR form. INL encourages recipients to include an in-depth impact assessment and/or project evaluation in the final project summary report. The project summary report should include quantitative and qualitative data relating to the project's goals and objectives, project outputs and overall project impact.

Financial status reports provide a means of monitoring expenditures and comparing costs incurred with progress. Recipients must utilize the SF-425 Federal Financial Report, to report the status of funds for all non-construction projects or programs to INL on a quarterly basis. Additionally, recipients shall submit a **final** SF-425 financial report to INL within 90 days of the expiration date of the financial assistance award.

A copy of all quarterly financial and performance progress reports and FINAL reports shall be emailed to the Grants Officer and the Grants Officer Representative as listed in the Grant/Cooperative Agreement, once awarded. Quarterly reports with a computer-based English translation will not be accepted.

All reports submitted to INL as part of this application must be submitted in English; original Dari or Pashto language versions of documents may be submitted as addenda to the reports.

Please note: It is the Department of State's policy that English is the official language of all documents. If quarterly reports are provided in both English and a foreign language, it must be stated in each version that the English language version is the controlling version.

Substantial Involvement

INL shall be substantially involved during the implementation of this Cooperative Agreement in the following ways:

- 1) Approval of the Recipient's annual work plans, including: planned activities for the following year, travel plans, planned expenditures, event planning, and changes to any activity to be carried out under the Cooperative Agreement;
- 2) Approval of key personnel prior to contracting with any personnel that contemplates use of project funds;
- 3) Approval of sub-award Recipients (if any), and concurrence on the substantive provisions of the sub-awards; and coordination with other cooperating agencies; and
- 4) Approval of Monitoring and Evaluation Plan.

Additional items may be included detailing INL's involvement in the Cooperative agreement.

Applicant Vetting as a Condition of Award

Applicants are advised that successful passing of vetting to evaluate the risk that funds may benefit terrorists or their supporters is a condition of award. Applicants may be asked to submit information required by DS Form 4184, *Risk Analysis Information* (attached to this solicitation) about their company and its principal personnel. Vetting information is also required for all subaward performance on assistance awards identified by DOS as presenting a risk of terrorist financing. When vetting information is requested by the Grants Officer, information may be submitted on the secure web portal at <https://ramportal.state.gov>, via Email to RAM@state.gov, or hardcopy to the Grants Officer. Questions the form may be emailed to RAM@state.gov. Failure to submit information when requested, or failure to pass vetting, may be grounds for rejecting your proposal.

TECHNICAL REQUIREMENTS

Please Note: Each applicant may submit only ***three (3)*** proposals. The official language of the Department of State is English and all documents associated with this request must be received in standard English version. Proposals that do not meet the requirements of the announcement may not be considered and may be deemed technically ineligible.

For all application documents, please ensure:

- 1) All pages are numbered, including budgets and attachments,
- 2) All documents are formatted to 8 ½ x 11 paper, and
- 3) All Microsoft Word documents are double-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins.

Complete applications should include the following for proposal submission:

- 1) Completed and signed SF-424, SF-424a and SF424b, as directed on grants.gov.
- 2) Table of Contents (not to exceed one [1] page in Microsoft Word) that includes a page-numbered contents page, including any attachments.
- 3) Executive Summary (not to exceed one [1] page in Microsoft Word) that includes:

- Name of organization

- Contact information (headquarters and in-country)
 - Point of contact, titles
 - Project title
 - Countries/regions targeted by project · Number and description of direct beneficiaries
 - Proposed period of activity
 - Total dollar amount of project – including the breakdown of the dollar amount requested from the specific Bureau/Office, the dollar amount provided through other sources, and the dollar amount of any in-kind contributions
 - Brief project description – in one succinct paragraph, describe the problem and how it will be addressed. Also state the goal(s), expected results and intended impact of the project.
- 4) Proposal Narrative (at least fifteen [15] pages but not to exceed eighteen [18] pages in Microsoft Word). Please note the eighteen page limit does not include the Table of Contents, Executive Summary, Attachments, Detailed Budget, Budget Narrative or NICRA. Applicants may submit multiple documents in one Microsoft Word file, i.e. Table of Contents, Executive Summary, Proposal Narrative, and Budget Narrative in one file or as separate, individually-submitted files. Submissions should address the specific criteria outlined in the solicitation, which should include:
- a) An explanation of why the program meets the INL mandate. Proposals should clarify how the program is necessary for the region and addresses INL’s mandate to support counternarcotics reform. In countries where similar activities are already taking place, an explanation should be provided as to how new activities will not duplicate existing activities.
 - b) Demonstrated Program Planning. The program plan should clearly describe the proposed objectives and activities, demonstrating clear linkages between activities and objectives. If applicable, proposals should identify local partners, target areas for activities, target participant groups or selection criteria for participants, among other pertinent details. Where appropriate, applicants may include back-up plans if the program or components of the program are not able to be implemented as initially conceived.
 - c) Multiplier Effect and Sustainability. The proposal should demonstrate how the program will include elements of sustainability and achieve lasting impact.
 - d) Institution’s Record and Capacity. The organization should briefly describe any experience it has in the target countries and/or similar experience elsewhere, as well as specific and relevant program successes which demonstrate the organization’s record and capacity. Given the page limitations, it is recommended applicants avoid including general organizational history.
- 5) Budget Narrative (preferably in Microsoft Word) that includes an explanation/justification for each line item in the detailed budget spreadsheet, as well as the source and description of all cost-share offered. For ease of review, it is recommended that applicants order the budget

narrative as presented in the detailed budget. Personnel costs should include a clarification on the roles and responsibilities of key staff. In addition, it is recommended that budget narratives address the overall cost-effectiveness of the proposal, including any cost-share offered (see below for more information on cost-sharing and cost-effectiveness).

- 6) Detailed Line-Item Budget (in Microsoft Excel or similar spreadsheet format) that delineates funds requested from INL and cost-share (see below for more information on budget format). Costs must be in U.S. Dollars.
- 7) Attachments (not to exceed ten [10] pages total, preferably in Microsoft Word) that include the following in order:
 - a) Monitoring and Evaluation Plan (see below for more information on this section).
 - b) Short bios of key program personnel that highlight relevant professional experience. Given the limited space, CVs are not recommended for submission.
 - c) Timeline of the overall proposal. Components should include activities, evaluation efforts, and program closeout.
 - d) Additional optional attachments. Attachments may include further timeline information, letters of support, memorandums of understanding/agreement, etc. For applicants with a large number of letters/MOUs, it may be useful to provide a list of the organizations/government agencies that support the program rather than the actual documentation.
- 8) If your organization has a negotiated indirect cost rate agreement (NICRA) and includes NICRA charges in the budget, your latest NICRA should be sent as a .pdf file. This document will not be reviewed by the panelists, but rather used by program and grant staff if the submission is recommended for funding. Hence, this document does not count against the submission page limitations. If your proposal involves sub-grants to organizations charging indirect costs, and those organizations also have a NICRA, please submit the applicable NICRA as a .pdf file (see below for more information on indirect cost rate).

PLEASE NOTE: To ensure all applications receive a balanced evaluation, the INL Review Committee will review the first page of the requested section up to the page limit and no further. INL encourages organizations to use the given space effectively.

Instructions for Completing the SF-424

Organizations must fill out and submit SF-424 forms as directed www.grants.gov. Please fill out the highlighted yellow fields and use the following specific information for the below fields:

Please use the following guideline for the SF-424:

1. Type of Submission: Application
2. Type of Application: New
- 5b. Federal Award Identifier: Please enter zeros or leave blank
- 8a. Please enter name of applicant (organization)
- 8b. Please enter the organization's EIN or TIN number

- 8c. Please enter the organization's DUNS number
- 8d. Please enter the organization's address
- 8f. Please enter the name, telephone number and e-mail address of the primary contact person for this proposal
- 9. Please select type of applicant from pull down list
- 11. The CFDA number is 19.704
- 12. Please enter the Funding Opportunity Number and Title.
- 15. Please enter descriptive title of project
- 16a. Please enter congressional district of applicant organization
- 16b. Please enter N/A or zeros
- 17. Please enter the approximate start and end dates of the proposed activities
- 18. Please enter the amount requested from the USG under "Federal," any cost-share under "Applicant," fill in the total, and otherwise use zeros.
- 19. Please enter "c"
- 20. Complete as indicated
- 21. Complete as indicated

Please fill in the highlighted yellow fields of the SF 424A with information from your proposed budget. Please fill in the highlighted yellow fields of the SF-424B: Page 2 - Complete applicant organization and title of authorized official sections

MONITORING AND EVALUATION

Complete proposals will include a detailed plan on how the project's impact and effectiveness will be monitored and evaluated throughout the project.

Successful monitoring and evaluation depend on the following:

1. Setting objectives that are clear, specific, attainable, measurable, results-focused, and placed in a reasonable time frame;
2. Linking program activities to stated objectives;
3. Developing key performance indicators that measure realistic progress towards the objectives.

A performance indicator is an observable measurement related to the achievement of a stated objective. Two types of performance indicators are outputs and outcomes. Findings on outputs and outcomes should both be reported.

Outputs are products and services delivered from the program activities, often stated as an amount. Output data show the scope or size of project activities, such as the number of participants trained. **Outcomes** represent the specific, realistic results of a project and are usually measured as an extent of change. Outcomes may include progress toward expected program objectives or other results of the program. For example, a program's objective could be to increase convictions in cases that have DNA evidence presented. One outcome of the program would be that after receiving training on DNA analysis and presentation in a courtroom, prosecutors successfully use that evidence to prosecute five cases to conviction.

Applicants should include a clear description of the methodology and data collection strategies/tools to be employed (e.g. pre- and post-surveys, interviews, focus groups). Organizations should be able to track participant training responses, including changes in attitudes, information learned, and effects of the program on participant institutions.

Recipients will be required to provide reports with an analysis and summary of their findings, both quantitative and qualitative, in their regular program reports to the Bureau.

BUDGET GUIDELINES

Applications will not be considered complete unless they include budgets that respond to the solicitation guidelines. Complete budgets will provide a detailed line-item budget outlining specific cost requirements for proposed activities. Complete applications will include a budget narrative to clarify and justify individual line-items (i.e. calculations of how the costs were derived per month or year, their necessity, and overall contribution to the program's cost-effectiveness). Applicants must adhere to the appropriate regulations found in 2 CFR 220 (previously OMB circulars A-21, cost principles for education institutions) and 2 CFR 230 (previously OMB circular A-122, cost principles for non-profits).

The proposal line item budget should include the following components, in the suggested format below:

1. Summary Budget
2. Line-Item Budget

| | | INL Cost | Cost Share |
|---|--------------------------|----------|------------|
| A. PERSONNEL | | | |
| -H.Q.-based project -dedicated staff salary (X months) | X% of \$X/yr | | |
| -Field-based Country Director salary (x months or year) | X% of \$X/yr | | |
| Subtotal Personnel | | | |
| B. FRINGE BENEFITS | | | |
| -H.Q.-based project -dedicated staff fringe (X months) | X% fringe | | |
| -Field-based Country Director fringe (x months or year) | X% fringe | | |
| Subtotal Fringe Benefits | | | |
| C. TRAVEL | | | |
| a) Field Travel | | | |
| <u>Activity 1: Needs Assessment Workshop</u> | | | |
| -Staff Travel (# staff) | \$X/RT flight/# staff | | |
| -Staff Per Diem (X days) | \$X/day/# day/# staff | | |
| -Participant Travel (# participants) | \$X/trip/# pax | | |

| | | | |
|---|--------------------------|--|--|
| -Participant Per Diem (X days) | \$X/day/# day/# pax | | |
| <u>Activity 2: Training program</u> | | | |
| -Staff Travel (# staff) | \$X/RT flight/# staff | | |
| -Staff Per Diem (X days) | \$X/day/# day/# staff | | |
| -Participant Travel (# participants) | \$X/trip/# pax | | |
| -Participant Per Diem (X days) | \$X/day/# day/# pax | | |
| Subtotal Travel | | | |
| D. EQUIPMENT | | | |
| -H.Q.-equipment | \$X/unit | | |
| -Field-equipment | \$X/unit | | |
| Subtotal Equipment | | | |
| E. SUPPLIES | | | |
| -H.Q. Printing and Photocopying (X months) | X% of \$X/yr | | |
| -Field Markers and dry erase board | \$X/set | | |
| -Field Telephone (X months) | X% of \$X/yr | | |
| -Field Office Supplies (X months) | X% of \$X/yr | | |
| Subtotal Supplies | | | |
| F. CONTRACTUAL | | | |
| a) Consultant Fees | | | |
| -Policing Specialist/Honoraria (X days/hours) | \$X/consult | | |
| -Translation Fees (X pages) | \$X/page | | |
| Subtotal Contractual | | | |
| G. CONSTRUCTION | N/A | | |
| H. OTHER | | | |
| a) Other Direct Costs | | | |
| -Field Office Rent (X months) | X% of \$X/mo | | |
| Subtotal Other | | | |
| I. TOTAL DIRECT CHARGES (Sum of A-H Subtotals) | | | |
| J. INDIRECT CHARGES | | | |
| a) Indirect Costs/NICRA (X% of costs) | | | |
| Subtotal Indirect Charges | | | |
| K. TOTAL COSTS (Sum I-J) | | | |

Note: This budget is designed to serve as an example of the format for complete budget submissions and is NOT exhaustive. Individual line items included in each applicant's budget should reflect specific program activities. (Pax = participants)

1. SUMMARY BUDGET:

Please include the applicant organization name, title and duration of the project, and the following:

- A. Personnel
- B. Fringe Benefits
- C. Travel
- D. Equipment
- E. Supplies
- F. Contractual
- G. Construction
- H. Other
- I. Total direct charges (sum a – h)
- J. Indirect Charges
- K. Total

2. LINE-ITEM BUDGET:

A. Personnel – Identify staffing requirements by each position title and brief description of duties. For clarity, please list the annual salary of each position, percentage of time and number of months devoted to the project. (e.g., Administrative Director: \$30,000/year x 25% x 8.5 months; calculation: $\$30,000/12 = \$2,500 \times 25\% \times 8.5 \text{ months} = \$5,312.$)

B. Fringe Benefits - State benefit costs separately from salary costs and explain how benefits are computed for each category of employee - specify type and rate.

C. Travel - Staff and any participant travel:

- 1) International airfare
- 2) In-country travel
- 3) Domestic travel in the U.S., if any
- 4) Per diem/maintenance: Includes lodging, meals and incidentals for both participant and staff travel. Rates of maximum allowances for U.S. and foreign travel are available from the following website: <http://www.policyworks.gov/>. Per diem rates may not exceed the published U.S. government allowance rates; however, institutions may use per diem rates lower than official government rates. Please explain differences in fares among travelers on the same routes. Please note that all travel, where applicable, must be in compliance with the Fly America Act.

D. Equipment – Please provide justification for any equipment purchase/rental, defined as tangible personal property having a useful life of more than one year and an acquisition cost of \$5000 or more.

E. Supplies - List items separately using unit costs (and the percentage of each unit cost being charged to the grant) for photocopying, postage, telephone/fax, printing, and office supplies (e.g., Telephone: $\$50/\text{month} \times 50\% = \$25/\text{month} \times 12 \text{ months}$).

F. Contractual –

a) Subgrants. For each subgrant/contract please provide a detailed line item breakdown explaining specific services. In the subgrant budgets, provide the same level of detail for personnel, travel, supplies, equipment, direct costs, and fringe benefits required of the direct applicant.

b) Consultant Fees. For example lecture fees, honoraria, travel, and per diem for outside speakers or independent evaluators: list number of people and rates per day (e.g., 2 x \$150/day x 2 days).

G. Construction – For this solicitation, construction costs are not applicable.

H. Other - these will vary depending on the nature of the project. The inclusion of each should be justified in the budget narrative.

J. Indirect Charges - See OMB Circular A-122, "Cost Principles for Non-profit Organizations"

- 1) If your organization has an indirect cost-rate agreement with the U.S. Government, please include a copy of this agreement. This does not count against submission page limitations.
- 2) If your organization is charging an indirect rate, please indicate how the rate is applied--to direct administrative expenses, to all direct costs, to wages and salaries only, etc.
- 3) Do not include indirect costs against participant expenses in the Bureau budget, as it generally does not pay for these costs.

Cost-Effectiveness – If applicable, include an explanation of cost-share contributions should be included, whether cash or in-kind. In addition, it is recommended that budget narratives address the overall cost-effectiveness of the proposal, including leveraging of institutional or other resources.

REVIEW PROCESS

INL will review all proposals for eligibility. Eligible proposals will be subject to compliance of Federal and Bureau regulations and guidelines and may also be reviewed by the Office of the Legal Adviser or by other Department elements. Final technical authority for assistance awards resides with INL's Grants Division. INL reserves the right to request any additional programmatic and/or financial information regarding the proposal. Panelists may make conditions and recommendations on any given proposal in order to enhance the proposed program.

Proposals will be funded based on an evaluation of how the proposal meets the solicitation review criteria, U.S. foreign policy objectives, and the priority needs of INL. A State Department Review Committee will evaluate proposals submitted under this request.

Priority will be given to project activities implemented on the ground in Afghanistan (versus research projects or study tours outside of Afghanistan), projects that employ primarily of local nationals (vice international staff), projects that partner with Afghan organizations, and projects implemented by organizations that have demonstrated experience working in Afghanistan.

Proposals will be scored based on the applicants response to each Review Criteria listed below. Review criteria will include:

1) Quality of Program Idea (15%)

Proposals should be responsive to the solicitation and exhibit originality, substance, precision, and relevance to the Bureau's mission.

2) Program Planning/Ability to Achieve Objectives (30%)

A relevant work plan should demonstrate substantive undertakings and logistical capacity of the organization. The work plan should adhere to the program overview and guidelines described above. Objectives should be ambitious, yet measurable and achievable. For complete proposals, applicants should provide a monthly timeline of project activities. Successful proposals will demonstrate some or all of the following criteria:

1. Demonstrated ability to initiate and continue an effective national-level or provincial-level programs, particularly in insecure, uncertain, post-conflict environments.
2. Demonstrated understanding of:
 - a. Counternarcotics issues;
 - b. the dynamics of the Afghan drug trade;
 - c. The Afghan government and its laws, policies, and institutions, related to narcotics control; and
 - d. INL counternarcotics strategy and programming in Afghanistan.
3. Demonstrated understanding of Afghan social mores and the role of Islam/Sharia Law in culture.
4. For public information and awareness projects, demonstrated ability to:
 - a. Develop and disseminate media products in Dari and Pashto
 - b. Produce media products in the form of proposed;
 - c. Work with other project implementers and incorporate proposed themes into media and messaging
 - d. Solicit feedback from local populations and incorporate improvements based on that feedback
 - e. To train and build the capacity of government public outreach offices.
5. Demonstrate ability to build sustainable improvement in public and private institutions with which the grantee works.
6. Demonstrate ability to build an effective monitoring and evaluation program with concrete deliverables and outcomes.
7. Demonstrated ability to build an on-the-ground implementing organization made up primarily of local nationals.
8. Demonstrated ability to develop and implement a rigorous performance management plan, including the monitoring and evaluation component, and successfully report on project outcomes to INL.

3) Multiplier Effect/Sustainability (20%)

Proposed programs should address long-term institution building demonstrating capacity-building results. Strong weight will be given to proposals that include large percentages of Afghan personnel on the ground and/or partner directly with Afghan organizations.

4) Program Evaluation Plan (10%)

Programs should demonstrate the capacity for engaging in impact assessments and providing objectives with measurable outputs and outcomes.

5) Institution's Record and Capacity (15%)

The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants. Proposals should demonstrate an institutional record of successful programs, including responsible fiscal management and full compliance with all reporting requirements. Organizations with a proven track record of implementing counternarcotics, institutional capacity building, and development programs in challenging environments, particularly in areas outside of Kabul, will be given higher consideration. Proposed personnel and institutional resources should be adequate and appropriate to achieve the project objectives. Roles and responsibilities of primary staff should be provided.

6) Cost Effectiveness (10%)

The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate. Cost sharing is strongly encouraged but not required.

DEADLINE AND SUBMISSION INSTRUCTIONS

Applicants must submit proposals using www.grants.gov by 11:59 p.m. Eastern Standard Time (EST) on **August 30, 2012**.

Please note: In order to safeguard the security of applicants' electronic information, www.grants.gov utilizes a credential provider. It is the process of determining, with certainty, that someone really is who they claim to be.

The credential provider for www.grants.gov is Operational Research Consultants (ORC). Applicants **MUST** register with ORC to receive a username and password which you will need to register with www.grants.gov as an authorized organization representative (AOR). Once your organization's E-Business point of contact has assigned these rights, you will be authorized to submit grant applications through Grants.gov on behalf of your organization.

Each organization will need to be registered with the Central Contractor Registry (CCR) and you will need to have your organization's DUNS number available to complete this process. After your organization registers with the CCR, you must wait approximately 3-5 business days before you can obtain a username and password. This may delay your ability to post your proposal. **Therefore, INL strongly urges applicants to begin this process on www.grants.gov well in advance of the submission deadline.**

No exceptions will be made for organizations that have not completed the necessary steps to post applications on www.grants.gov.

ADDITIONAL INFORMATION

INL is dedicated to strengthening the rule of law and criminal justice systems in order to minimize transnational crime. INL plays a vital role in the development and synchronization of U.S. international anti-crime assistance.

The Department of State will exercise normal federal stewardship responsibilities during the implementation of programs. Department of State involvement will include, but is not limited to: site visits, review and response to performance, technical or subject matter involvement, review of financial reports, and audit of programs to ensure that the objectives, terms, and conditions of a grant award are accomplished. INL reserves the right to exclude specific countries from programmatic or advisory activities.

Recipient will maintain regular contact with the designated INL Grants Officer Representative (GOR) and will be required to obtain the GOR's approval for (a) location for program events; (b) any agenda or curriculum to be utilized during the course of the project; and (c) proposed foreign travel related to the project.

INL will not consider proposals that reflect any type of support for any member, affiliate, or representative of a designated terrorist organization or narcotics trafficker, whether or not elected members of government.

The following clause will be included in each award:

SPECIAL PROVISION FOR PERFORMANCE IN A DESIGNATED COMBAT AREA (CURRENTLY IRAQ AND AFGHANISTAN) (Revised November 2011)

Each federal assistance award within areas of combat operations, as designated by the Secretary of Defense (currently Iraq and Afghanistan), over \$100,000 or providing for performance over 30 days must be registered in the Department of Defense maintained Synchronized Pre-deployment and Operational Tracker (SPOT) system. Each federal assistance award shall be registered in SPOT before personnel deployment. The DoS SPOT Program Office can assist with entering awards in SPOT. Please send an email to AQMops@state.gov for information. Information on how to register in SPOT and how to report the total number of recipient personnel deploying under each award will be contained in a Special Provision within each assistance award.

Recipients that do not utilize personnel who are performing a private security function; or require access to U.S. facilities, services, or support can be entered through the SPOT aggregate functionality. Upon the award of a grant/and or cooperative agreement in a designated area of combat operations (currently Iraq and Afghanistan), the Grants Officer or his/her designee will enter the following award information into SPOT to include (i) a brief description of the contract (to the extent consistent with security considerations); (ii) the total value of the contract; and (iii) whether the contract was awarded competitively. The Recipient should send updated

deployment numbers for each award sent to the Grants Officer and his/her designee and the Department of State's SPOT program office on a quarterly basis as follows:

The Recipient is required to submit with the quarterly financial report submission information regarding the number of individuals receiving payment from the funds being granted under this award. This report is due 30 days after the calendar year quarter and 90 days after the award period end date and also should be sent to AQMOps@state.gov with the subject line "SPOT Quarterly Report -- Award Number". The following information shall be provided:

1. Total number of individuals receiving payment from the funds being granted:
 - a. Total Number U.S. Personnel:
 - b. Total Number Host Country Personnel:
 - c. Total Third Country Personnel:

These reports should be sent to AQMOps@state.gov. The SPOT program office will enter the numbers into SPOT.

Recipients utilizing personnel performing who are performing a private security function; or require access to U.S. facilities, services, or support must be entered into SPOT individually with all required personal information. The Recipient organization will designate a SPOT administrator who will obtain a SPOT company administrator account. Recipients of federal assistance awards shall register personnel in SPOT before deployment, or if already operational in the designated operational area, register personnel upon becoming an employee under the award and maintain current data in SPOT. Procedures on how to register in SPOT will be provided by the Grants Officer and his/her designee.

Recipient performance may require the use of armed private security personnel. To the extent that such private security contractors (PSCs) are required, Recipients are required to ensure they adhere to Chief of Mission (COM) policies and procedures regarding the operation, oversight, and accountability of PSCs.

In a designated area of combat operations, the term PSC includes any personnel providing protection of the personnel, facilities, property of a Recipient or subrecipient at any level, or performing any other activity for which personnel are required to carry weapons in the performance of their duties.

As specific COM policies and procedures may differ in scope and applicability, recipients of federal assistance awards are advised to review post policies and procedures carefully in this regard and direct any questions to the Embassy Regional Security Office (RSO) via the Grants Officer Representative (GOR). Any exclusion to these policies must be granted by the COM via the RSO. COM policies and procedures may be obtained from the RSO via the GOR. Recipients of federal assistance awards are also advised that these policies and procedures may be amended from time to time at the post in response to changing circumstances.

Recipients of federal assistance awards are advised that adherence to these policies and procedures are considered to be a material requirement of the award.

Recipients of federal assistance awards are reminded that only the Grants Officer has the authority to modify the Notice of Award. Recipients shall proceed with any security guidance provided by the RSO, but shall advise the Grants Officer and the GOR of the guidance received and any potential cost or schedule impact.

IMPORTANT INFORMATION TO APPLICANTS

The information contained in this solicitation is binding and may not be modified by any Bureau representative. Explanatory information provided by the Bureau that contradicts this language will not be binding. Issuance of the solicitation does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of proposals. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program evaluation requirements.

Once the Request for Proposals deadline has passed, U.S. Government officials - including those in the Bureau, the Department and at embassies/missions overseas - must not discuss this competition with applicants until the entire proposal review process is completed. Applicants will be notified by the INL Grants Office only with regard to the status of an application. Funding commitments can only be made by an INL Grants Officer. All other commitments from any representative other than an INL Grants Officer will be deemed unauthorized.

FOR FURTHER INFORMATION

For technical or programmatic questions, please contact Grants Officer, Lourdes F. Stein at SteinLF@state.gov. *Questions must be received, in writing, no later than August 23, 2012 by 5pm EST. (Please Note: All programmatic and administrative questions received and their responses shall be uploaded in www.grants.gov for review.)*